



PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT  
SIGN PERMIT APPLICATION

**Check type of Sign**

- |  |   |
|--|---|
| 1. Attached Accessory Sign _____       | 8. Mechanics & Artisans Signs _____     |
| 2. Accessory Ground Sign _____         | 9. Real Estate Signs _____              |
| 3. Non-Accessory Ground Sign _____     | 10. Special Event Signs _____           |
| 4. Highway Attractor Sign _____        | 11. Subdivision/Apartment ID Sign _____ |
| 5. Ingress & Egress Sign _____         | 12. Subdivision Advertising Sign _____  |
| 6. Off-Site Lead-In Sign (temp.) _____ | 13. Future Home Sign _____              |
| 7. Off-Site Lead-In Sign (perm.) _____ |   |

**Address of Proposed Sign:** \_\_\_\_\_

Sign Contractor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_  
Street Address City/State/Zip Code

Contractor's City of Madison Business License Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Street Address City/State/Zip Code

Property owner/lessee\*: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of property owner/lessee: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*If other than applicant, written consent of the property owner or lessee is required.**

**Sign Information**

- Location on building: \_\_\_\_\_
- Zoning District: \_\_\_\_\_
- Installation cost: \_\_\_\_\_
- Number of faces: \_\_\_\_\_
- Area of faces (Sq ft): \_\_\_\_\_
- Occupied floor space (Multi-tenant commercial Attached Accessory): \_\_\_\_\_
- Width of front of building (Single-tenant commercial Attached Accessory): \_\_\_\_\_
- Location on site (**site plan required for all ground signs**) \_\_\_\_\_
- Height of ground sign: \_\_\_\_\_
- I-565 roadbed elevation (Highway Attractor): \_\_\_\_\_
- Amount of Road Frontage (Ground Signs in B-3 District, Future Home Sign): \_\_\_\_\_
- Setback from nearest lot Line (all ground signs) \_\_\_\_\_
- Expiration Date (Temporary sign): \_\_\_\_\_
- Lighted? Yes \_\_\_\_\_ No \_\_\_\_\_ LED sign? Yes\* \_\_\_\_\_ No \_\_\_\_\_

**\*Automatic adjustable light sensing specifications must be provided for all LED signs**

**I represent that the foregoing information is true and correct, and understand that any misrepresentation made to the City on the application may result in revocation of any permit based on this application.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved/Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Administrator